

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1570

TITLE: ASSISTANT PRODUCER

GRADE: S-19

DEFINITION:

Under general direction, to provide assistance in the planning, production, and scripting of government access programming on the subscriber and institutional cable television networks; to perform camera operations for government access video productions; and to do related work as required.

TYPICAL TASKS:

Assists in camera operations for all government access video productions and teleconferencing activities, as required;

Assists in the drafting and revision of scripts needed for government access productions;

Programs character-generated graphics and logos for live meetings and government access channels;

Attends pre-production meetings and assists government access users;

Maintains schedule of programming requests and videotape sessions for all government access productions;

Maintains schedule of requests for institutional network usage;

Assists in the development of cable brochures and newsletters;

Selects music, graphics and props needed for all government access programming;

Performs research tasks as assigned in response to Consumer Protection Commission requests;

Assists in the training of government users in the operation of video equipment as assigned;

Monitors the lending of all video equipment as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the theory, techniques and equipment utilized in producing and taping video programs;

Knowledge of the skills needed to conceive and write scripts for video productions;

Ability to organize and coordinate all elements of program production;

Ability to express ideas clearly and concisely, orally and in writing;

Ability to work effectively with co-workers, other County officials, community groups, and the general public.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with major course work in media communications, journalism, or a related field; plus one year of work experience related to a phase of television production.

CLASS CODE REVISED from 5180 to 1570: June 20, 1989

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